

# Processing Worksheet for FY09 H-1B Filings

*Please be sure to verify the following (this form is a worksheet to facilitate your submission of an H-1B petition. It does not need to be submitted to USCIS):*

All checks are signed and made payable to the “Department of Homeland Security” or “United States Citizenship and Immigration Services”.

Proper fees are enclosed:  
 Base fee of \$320  
 ACWIA fee of \$750/\$1,500 (if/as applicable)  
 Fraud fee of \$500 (if applicable)  
 Premium Processing fee of \$1,000 (if applicable)

Petition is signed in original ink (preferably blue) on pages 4, 7, and 11 of Form I-129.

All sections of the I-129 and H Supplement forms are completed and all required Form I-129 pages are enclosed.

Form I-907, with revision date of 7/30/07, is completed, signed in the original, and enclosed (if seeking Premium Processing Service).

Requested employment start date is on/after 10/1/08 unless beneficiary is exempt from the cap (start date can be at any time). Petitioner may not file more than six months in advance of the requested start date.

DOL endorsed LCA is signed by petitioner and enclosed.

Petition is being mailed to the CSC or VSC consistent with filing jurisdictions listed at the USCIS.gov website.

I have closely reviewed and verified that all questions on Form I-129 page 11 Part C are answered correctly.

Form I-129 revision date is 3/17/05 or later.

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## H-1B Regular Cap

- Requested start date must be on/after 10/1/08 and within 6 months of filing date; and
- Includes current H-1Bs that were previously cap exempt and are now seeking to change to cap-subject employment (as shown by a “yes” answer to question 6 in Part C of Form I-129 page 11).

## H-1B Masters Exemption

- Requested start date must be on/after 10/1/08 and within 6 months of filing date
- Beneficiary has earned a Masters (or higher) degree from a United States educational institution (as shown by “yes” answers to both question 5 in Part A of Form I-129 page 10 and question 7 in Part C of I-129 Form page 11).

## Chile/Singapore H-1B1 cap

- Requested start date must be on/after 10/1/08 and within 6 months of filing date
- Beneficiary is a national of Chile or Singapore (as shown by checking Part 2 Question 5f on the petition and indicating “Chile or Singapore” in the “Country of Citizenship” block in Part 3)
- Completed Free Trade Supplement page submitted

## H-1B cap-exempt or non-cap H-1B EOS

- Petition is cap exempt or otherwise not cap-subject (as shown by a “yes” answer to question 1, 2, 3, 4, or 5 in Part C of Form I-129, page 11.)
- Includes current H-1Bs that were previously counted towards the cap and are seeking an extension of stay.
- Includes amended petitions where the petitioner is seeking to notify USCIS of changes to employment conditions of a current H-1B beneficiary.